

BUDGET AND ACCOUNTING ADMINISTRATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the police department, the primary duties and responsibilities of which include managing the budget and accounting for the money and assets of the police department. The employee of this class assists in preparing the police department's budget, oversees the purchasing process, and prepares related records and reports. Employees of this class report to and perform their duties under the general supervision of a superior officer as designated by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the accounting for the money and assets of the police department. Ensures that appropriate information is gathered for use in compiling budgets. Oversees the budget preparation process, and ensures that monthly budget projections are submitted to the budget office. Submits monthly budget projections to the Police Chief. Uses appropriate cost rates for proposed budget and reviews budget justification to ensure it relates to budgeted dollars. Confirms that anticipated promotions and other increases are calculated into the cost of the budget. Reconciles budget and reports balance to the budget office and to the Police Chief. Prepares and writes budget reports, as well as correspondence related to budgetary needs. Compiles fiscal data for the preparation of management reports, budget detail, and cost analysis. Identifies budget issues and resolves problems. Oversees the development and management of budget monitoring systems. Serves as liaison between the budget office and department, and provides instruction and answers questions related to budget procedures.

Oversees funding recommendations for the department and ensures that available funds are accurately reported to the Police Chief. Assists in the preparation of financial reports. Ensures that data related to past financial performance is accurately analyzed. Verifies the accuracy of billing documents, accounting records, and computer outputs against original sources. Maintains ledgers, subledgers, and reconciliation. Processes a variety of accounting and control records, and files bills, invoices, authorizations for payment, and other financial papers. Ensures that appropriate signatures are obtained on authorization for payment and other financial documents.

Purchases equipment and supplies for the police department, keeping such purchases within the established budget. Prepares requisitions, and orders and distributes supplies. Checks invoices and receipts against purchase orders. Contacts vendors and other agencies to reconcile differences in accounts, and ensures vendors receive accurate payments. Maintains a file of vendors and prices, and all contracts and contract agreements. Approves all expenditures, and authorizes expenditure of funds. Monitors the receipt of services, equipment and supplies for quantity, quality and adherence to contracts and specifications. Makes recommendations for major purchases by the department.

Monitors the department's electronic data processing activities related to accounting and financial record keeping. Enters and retrieves data from an automated record system. Completes data entry into financial management software. Completes accounting and financial statements, payrolls, and similar documents using a computer, typewriter, or word processor. Compiles and organizes data needed for reports, and prepares routine correspondence in accordance with departmental policy and procedure. Processes third party correspondence concerning delinquent payments. Files correspondence, cards, records, and reports in hard copy files and in a computer database.

Trains new employees in budget-related policies and procedures. Trains new employees in financial management and purchasing responsibilities. Holds meetings with department personnel for the purpose of receiving reports and disseminating information, and attends meetings as required by the Police Chief. Answers phone inquiries about the operating budget of the department or any other related areas of financial management. Develops new accounting policies and procedures, and submits recommendations to the Police Chief.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's

degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.

Must possess a minimum of three (3) years experience in which primary responsibilities included accounting, bookkeeping, finance management, budget forecasting and management.